

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: August 26, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL TRAINING NOTICE

Listed below are notices of training sessions for RI-SAIL users. Employees who want to register for any of the training sessions may do so ***via e-mail*** to Natalie Laster at NatalieL@gw.doa.state.ri.us. Please be advised that employees may be requested to change sessions in order to balance registrants with available seating.

I. "REFRESHER" TRAINING FOR CURRENT RI-SAIL USERS

This training is intended for staff that was initially trained in RI-SAIL and began to use the system when it was implemented. These staff members have a knowledge base of RI-SAIL and, therefore, would receive a refresher of both purchasing and account payable modules and an update of enhancements made to each application since implementation. Trainees will receive instruction viewing examples and hand-outs.

The length of training is as follows: Two 4-hour block of instructions for the purchasing and accounts payable modules. Each block of instruction will be offered in morning sessions at the **Department of Administration, Conference Room A (Second Floor)**. Please sign up for 1 of the 2 sessions listed below.

SESSION I	Monday, September 23, 2002	9:00 AM to 1:00 PM
	Tuesday, September 24, 2002	9:00 AM to 1:00 PM
SESSION II	Monday, October 21, 2002	9:00 AM to 1:00 PM
	Tuesday, October 22, 2002	9:00 AM to 1:00 PM

II. INTRODUCTORY TRAINING FOR NEW RI-SAIL USERS

This training is intended for staff that has never been trained in the use of either the purchasing or accounts payable modules. These are employees who are responsible for creating purchase requisitions and purchase orders, and paying vendors, and employees. Trainees will receive “hands on” instruction using the RI-SAIL system at computers located in the training facility.

The length of training is as follows: Five days (4-hour blocks) of instruction for both the purchasing and accounts payable modules. Each block of instruction will be offered in consecutive morning sessions at **Barry Hall, Cranston, RI**. Please sign up for the whole session which is listed below.

DATES	TIMES
Monday, October 7, 2002	9:00 AM to 1:00 PM
Tuesday, October 8, 2002	9:00 AM to 1:00 PM
Wednesday, October 9, 2002	9:00 AM to 1:00 PM
Thursday, October 10, 2002	9:00 AM to 1:00 PM
Friday, October 11, 2002	9:00 AM to 1:00 PM

III. INTRODUCTION TO GOVERNMENTAL ACCOUNTING

This course is an introduction to public sector accounting for employees who will be using the Rhode Island Statewide Automated Information Link (RI-SAIL) system. It provides definitions of commonly used finance terms. It presents basic instruction in double entry bookkeeping. It also covers the unique accounting environment of state government; describing the system of “funds” and “account groups” that are used to report the government’s financial position. It examines the relationship between financial reporting and the legally adopted budget.

The length of training is as follows: Two (4 hour blocks) sessions of instruction on introductory governmental accounting. Each block of instruction will be offered in morning sessions at the **Department of Administration, Conference Room A (Second Floor)**. Please sign up for 1 of 2 sessions as listed below.

	DATES	TIMES
SESSION I	Wednesday, September 11, 2002	9:00 AM to 1:00 PM
SESSION II	Wednesday, September 18, 2002	9:00 AM to 1:00 PM

IV. REPORT TRAINING FOR CURRENT AND NEW RI-SAIL USERS

This training is intended for staff that was initially trained in RI-SAIL and began to use the system when implemented. These staff members have a knowledge base and would not require individual workstations.

This training is also intended for supervisory level staff who require training on how to run and read standard BuySpeed reports, as well as web-based reports.

The training syllabus will include:

- ❖ Overview of RI-SAIL
- ❖ Overview of Account Structure
- ❖ How to Generate and Read Standard RI-SAIL Reports
- ❖ Tips and Tricks on Extracting Data from RI-SAIL.

The length of training is as follows: One (4-hour block) session of instruction on RI-SAIL reports and reporting features. Each block of instruction will be offered in morning sessions at the **Department of Administration, Conference Room A (Second Floor)**. Please sign up for 1 of the 3 sessions listed below.

	DATES	TIMES
SESSION I	Wednesday, October 2, 2002	9:00 AM to 1:00 PM
SESSION II	Wednesday, October 16, 2002	9:00 AM to 1:00 PM
SESSION III	Tuesday, October 29, 2002	9:00 AM to 1:00 PM